



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

Date: October 28, 2013, 1900 hours

Location: Winchester Hall 3rd Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:

Battalion 1 (Marc McNeal):	Present
Battalion 2 (David Remsburg):	Present
Battalion 3 (Susan Nicol):	Present
Battalion 4 (Randy Williams):	Present
Battalion 5 (Tim Clarke):	Present
Career Rep (George Thomas):	Present
Career Rep (Daniel Winters):	Present
Citizen Rep (Eilene Fryer):	Absent
Citizen Rep (Carroll Jones):	Present

Nonvoting Reps:

Board of County Commissioners (Blaine Young):	Present 7:20pm
Jurisdictional Medical Director (Jeffrey Fillmore):	Present
Fire & Rescue Services (Denise Pouget):	Present
Volunteer Fire & Rescue Assoc. (Eric Smothers):	Absent
Local #3666 (John Neary):	Present 7:05pm

Guest:

Allen Keyser, Deputy Chief/Fire & Rescue Services
Ashley Sklarew, Admin Asst/Fire & Rescue Services
John North, Planner/Fire & Rescue Services
Eric Jacobs, Lieutenant/Fire & Rescue Services
Dale Kline, President Company 13
Alan Hurley, Chief & 1st Vice President Company 13

I. CALL TO ORDER:

A. The meeting was called to order at 1900 by Chairperson Marc McNeal

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

A. Two members were absent Eilene Fryer and Eric Smothers.

III. INTRODUCTIONS OF GUESTS:

A. No Introductions

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion: Moved by George Thomas and Second by Tim Clarke to approve the September 23, 2013 minutes.

VOTE: **YES: 8** **NO: 0** **ABSTAIN: N/A** **PASSED**

V. BOARD MEMBER COMMENTS

A. Vice Chair Randy Williams: (Please see attached letter)

1. Randy Williams Battalion 4 Representative would like to thank the board for allowing him to make a brief comment before the meetings business begins.
2. These comments represent his personal views and to the best of his knowledge, do not reflect the view of any other member of the advisory board as they can speak for themselves.
3. As stated in the Frederick County Fire and Rescue Advisory Board Charter, the purpose of this board is ***“to provide a functional management structure that insures that input from volunteer, career, and citizen stakeholders is provided and considered during the policy making and policy review process.”*** He says this because he has seen new policies released in recent weeks that the advisory board did not have a chance to review or provide input.
4. An example is the new policy released last week regarding structural firefighting operations. Although he has read through the new policy and finds it to be a good one; the board was notified that the policy was being revised, but the new policy was never run through the formal review process prior to its implementation. He is assuming the formal review process is still being finalized and will be discussed further, but there is a footprint process developed by former Director Owens, that could have been used until this final process is developed and approved.
5. Article XI, Paragraph A of the Frederick County Fire and Rescue Advisory Board Bylaws states, ***“Except for emergency situations, circumstances dictated by law or compulsory regulation, or the requirement of the BOCC, the Director of DFRS is obligated to consult with the Advisory Board on matters of system wide policy, procedures, rules and regulations.”*** Mr. Williams is not aware of any emergency situation that has occurred, any new laws or regulations passed, or of any direction from the BOCC that directed that this or any policy be implemented prior to consulting with the advisory board.
6. In closing he would like to offer the following:
 - a. The Frederick County Fire and Rescue system is one of the oldest in this nation and has a great legacy for all of us to live up to and

maintain. This group must always remember this as we move forward and work together toward our common lofty goals

- b. "People are watching" I can assure you that stakeholders from all three groups represented by this board are interested in what this board is doing. Let's please do our best to make sure that we live up to the expectations set forth by the ordinance, our charter, and our bylaws. If we do not, then we have failed to do our job.
- c. Chief Pouget; you have a wealth of experience and knowledge sitting together at this table, and throughout the county. I sincerely hope that you will call on us often and allow us to fulfill the role that the creators of the ordinance intended us to fill.

B. Director/Chief Denise Pouget

- 1. Director/Chief Denise Pouget would like to thank Mr. Williams for his comments and she thinks when items are brought up that are not consistent that is how the board gets the movement to go in the direction where everyone can have input. The Operations Committee has worked on that particular policy, in question, for a year. As the board moves forward, and items are brought forth the board will look at its roles for these items. Chief Pouget would like to thank Mr. Williams for the excellent constructive criticism.

VI. PUBLIC COMMENTS

- A.** No public comments.

VII. EX OFFICIO MEMBER REPORTS

- A. BOCC Liaison-Blaine Young:** Questions have been raised about the commissioners' spending money to bring individuals from Montgomery County to work for Frederick County Fire and Rescue. This is not true, those that have been hired were Deputy Chief Allen Keyser (a Frederick County resident) and Deputy Chief Michael Grierson, and no other full time people have been hired. There have been a few contractual employees that have been hired to help assist with projects, but no other full time employees have been hired. Currently there is a cost-savings by using for the contractual employees.

- B. Jurisdictional Medical Director-Dr. Jeffrey Fillmore:** No updates

- C. Director of DFRS-Denise Pouget:** (see attached memo) Staff remains focused on improving firefighter safety. A number of compliance issues have major implications if not addressed in the upcoming budget. With a recent reorganization in the division, the upcoming budget remains the focus. The division has been tasked with developing a zero-based budget. This budget concept requires a great deal of justification; personnel have been placed in roles at Headquarters to assist with these critical needs. All components of service delivery will be addressed.

Currently, the division does not have a solid foundation for career building. Fields Consulting has been contracted to provide a comprehensive study of the current "career building ladder." This will offer greater opportunities to all personnel and

will focus on education and experience while incorporating national standards and requirements.

As we move forward the division will continue to make changes in personnel duties as it becomes necessary. The department remains vigilant to decisions that affect daily operations. The reorganization has recommended "acting positions" to assist with the mission and vision.

In closing, please be assured that staff has a tremendous amount of work ahead of them. Deadlines for the budget are quickly approaching and staff will work diligently to improve the future of DFRS.

D. Frederick County Volunteer Fire and Rescue Association-Eric Smothers: No updates

E. Career Fire Fighters Association of Frederick County MD, Local #3666-John Neary: No updates

VIII. COMMITTEE REPORTS

A. Operations Committee-Marc McNeal & Allen Keyser:

1. The last Operations meeting was well attended and very proactive. President Smothers reminded all Chiefs and Battalions of meeting deadlines for different programs such as physicals. The Operations Committee is also working towards goals for hydranted and non-hydranted safe structural firefighting policy. Also discussed was the EMS/ALS Delivery Service, Chase cars, and possibly phasing in Advanced Fire Apparatus.
2. There are few emails sent back and forth within the Operations Committee. Battalion 3 is the most active battalion that provides monthly minutes to the committee. The key is to communicate with all the corporations within the battalions and encourage them to get back to the Battalion Representative with questions and concerns.
3. The Chief is working on expanding the committees as well as the Operations committee to include career staff representation.

B. Planning & Research Committee: No updates

C. Emergency Medical Services Committee: No updates

D. Budget Committee: No updates

E. Training Committee: No updates

IX. DISCUSSION ITEMS

A. Old Business

1. Update on progress and information related to Action Items (see attached report).

a. Logistics and Finance-John North

- i. A temporary part-time SCBA technician has been hired to assist with OSHA compliance of flow and compressor testing. He will be bringing the program up to speed. Currently a policy is being developed and will be passed to all chiefs and stations. Testing should start in about 30 days. Scott has changed their standard which puts Frederick County at an 80% fail rate. Not only will flow test be completed but repairs will need to be completed as well. The packs are not bad, the standards have been tightened, all jurisdictions are being hit with this.
- ii. Council of Government presents the opportunity to purchase equipment. The division has met with the two chairs from the Council of Governments from both the Baltimore Council and the D.C. Council.
- iii. A temporary program manager has been hired for Logistics to implement and to bring accountability through tracking program for items purchased and stored at Logistics.
- iv. iMobile is still being assessed with our IIT department and it is about 24 months away.
- v. Bids for hose testing are about to begin. About 50% of the data has been collected from the stations to get an idea of how much hose is in the county. Hose testing should occur once a year but it has not been tested in many years. A third party will be brought in to test the hose.
- vi. Permission has been granted to hire an additional position in Ambulance billing and the process has begun. The Federal Regulations for Ambulance Billing has been tightening which provides the need for this additional position.
- vii. Assessments of the training facility and recommendations for upgrades are being looked at through Capital Improvement Projects.
- viii. Discussions and meetings have occurred with account managers to see what needs they may have.
 - a. Board of County Commissioners President Blaine Young stated there is misinformation going around about the budget. This will be the last budget that Commissioner Young presents. This Board of Commissioners does the budget cycle differently than as past Board of Commissioners. The Board has delegated the budget as an executive authority to Commissioner Young. Commissioner Young presents a budget to the Board of County Commissioners using a budget committee as many executives do. Commissioner Young has told Chief Pouget to put together a budget at this point as whether or not she didn't have any spending constraints. Obviously there will be spending constraints, but

Commissioner Young didn't want Chief Pouget to look at the budget as it was done in previous years. Once Chief Pouget lays out that budget, then the debate will be what is a priority and what is not a priority. Chief Pouget is to come in with a fresh look as to what she felt were priorities and were not priorities and she is to put together a zero-based budget as if there were no constraints. Obviously some of the items Chief Pouget puts forward may take several years to fund. But, at least, if we know there is a plan and the plan is agreed on by the volunteer association and the fire board then we know how to budget for many years going forward. There have been rumors "the Chief has said Blaine has given her a blank check" he has not said that and she knows that's not true. But, Chief Pouget was supposed to come in here and do a fresh examination of the system of what is needed. Not only short term and long term and whether or not we need to reprioritize within the money the County does have. Once the budget is submitted, the Board will take all feedback from any and every source available whether it's the association, the fire board, private citizens or other sources. Hopefully this will give a perspective where we see the system in, 3, 5, 10 or 20 years, long term and how to appropriately budget. Commissioner Young has not found any one yet that doesn't agree that there is a need for additional firefighters. Commissioner Young would appreciate feedback from the volunteer association which he has said because there has yet been a year since he has served as Commissioner that there hasn't been a request for additional firefighters. Commissioner Young has previously seen request from anywhere as high as 40 to as low as 20 additional firefighters. Commissioner Young doesn't know if there has been a request submitted from the various companies from around the County. Once he does get the request he will drop it in the baseline spending and then talk about priorities, what are immediate, short term and long term.

- b. Chairman of Volunteer Fire and Rescues Budget Committee Dale Kline states a request has been made several months ago to the chiefs, presidents and corporations for their requests for personnel and equipment. However, those requests have not made it back to the budget committee. The committee is still prepared to submit a budget to the county.

b. Operations-Deputy Chief Allen Keyser

- i. Phase 1 of the EMS/ALS delivery evaluation to include the relocation of the paramedic engine and medic ambulance pilot program is on hold until the recent paramedic graduates achieve the status to operate independently. There are two stations that

currently want to purchase their own ALS equipment to be locked up on their units until such time they have paramedics that are certified to work on those units.

- ii. Morning conference calls have been very constructive and a great information flow line. This helps with daily activities and is great for outreach for the entire week and planning for future activities. The information starts at the top and works its way down to the morning line-up and to all volunteers. Everyone is given a chance to exchange information for daily activities. This is also good for an update of apparatus' status for the day. This is updated throughout the day and is completed by the end of the day at 2100 hours with a daily activity report from the North and South Battalion Chiefs.
- iii. The Battalion Chief in-service training is about to begin it will be held the second Wednesday of each month. The next one will be on November 13 at the Public Safety Training Facility to include DFRS battalion chiefs, their back-ups and safety officers. This will be a pilot program and will include a human resources segment with personnel from Human Resources to deliver the day to day operations out of the handbook. This will also include a second component of in-service training which will cover a variety of topics that could include light weight construction, fire flow and reading smoke. This is a training segment for the Battalion Chiefs to push out to the field; a training CD will be utilized for the Battalion Chiefs to deliver this training during the day, evenings and weekends so all career staff and volunteers have a chance to receive the training. The simulation lab is also now open for command competency. Training bulletins have been sent out with dates to be in the class and to train the trainer. This is an area that Battalion Chiefs will be moved into and will train Lieutenants and Lieutenants will train their personnel. These classes will also be offered in the evenings and on the weekends for volunteers.
- iv. iMoble is in the planning phases and may be available within two years depending on the grant.
- v. Telestaff updates will be fair and will become a seamless operation. Schedulers at 33 now have oversight from Battalion Chief 901 for all shifts. Instead of sending schedulers to California for Telestaff training, the trainers will be coming to DFRS to train the schedulers, this is more cost effective and more schedulers can be trained.

c. Safety Office-Deputy Chief Allen Keyser (see attached slides)

- i. A Battalion Chief from Northern Virginia has developed a data collection system that is used throughout COG that is called Industry Safe Program. It is a system that collects data and trends

on injuries, collisions, exposures, slips, trips, and falls, how, when and where it happened. Currently this information isn't being collected, other than through risk management. This program can create reports for every aspect of the injury. This may help reduce workers' compensation.

d. Training Report-Acting Battalion Chief George Thomas

- i. Frederick County is a part of Council of Academies, which inspects different academies throughout the state of Maryland. Acting Battalion Chief Thomas had the opportunity to attend Prince Georges' and Anne Arundel County's inspections. Currently the Public Safety Training Facility is preparing for Frederick County's inspection which is December 9, 2013. The Council of Academies will be sending in representatives to evaluate our academy.
- ii. The Council of Government Training meeting was held in Alexandria, Virginia for the National Capital Region (different from the Council of Academies). Acting Battalion Chief Thomas is the representative for Frederick County Fire and Rescue Services. Being a part of this council allows for more training opportunities.
- iii. A visit was made to Fairfax County Fire and Rescue Department to observe their record management system for training. The system is really good at tracking training needs and relaying that information to personnel; this program is detailed orientated, easy to use and very proactive.
- iv. Academy staff is currently working on and developing the fiscal year 15's budget, online compliance training, online paramedic refresher training, defensive driving class, commercial drivers license driver/pump operator class for non-technician drivers, an internship program, enhancing record keeping of training files, and safety officer classes. Classes are up coming and will be offered at all times to meet the needs of both career and volunteer staffs.
- v. Simulation Lab was purchased through a grant. It was recently used during a Fire Officer I class and everyone enjoyed it and would let others know about the lab to take part of this training.
- vi. Currently the burn building is out-of-service. The building has sustained a lot of damage over the years because of using class A burning materials. The division is considering switching to a propane simulated building. The initial cost will be higher but the life of the building will sustain much longer. Pricing for this project is being researched to see if budget allows for a conversion. This will not affect the Council of Academies inspection.

e. Records Management System Update-Chief Pouget

- i. DFRS has been working collaboratively with a timeline through IIT Director Sherry Weakley. This remains the highest priority in the upcoming budget and continues to move forward. Several visits will be occurring in mid-November to review other programs with regional partners. Expectations and realistic time frame is 12 to 24 months.

f. Gear Up Recruitment Program

- i. According to the attached report, Gear Up is retaining about 80% of new members, how is this number factored? How many of these members have been issued turnout gear? Questions for the Gear Up Recruitment Program will have to be directed to Lisa Lessin who will attend the next board meeting to answer such questions.

2. Update Committee Structure

- a. Call for assistance from career personnel on committees for strategic planning will begin at the end of November, once the base budget is loaded.

B. New Business

1. Tasks list for next month

- a. Focus on committee's and committee's charges.

2. Physicals

- a. Everyone must have a physical to get on fire apparatus to be an operating member. Each corporation chief should be able to obtain a list of individuals that have passed their physical from OHS.

X. ACTION ITEMS

- A.** Draft Fire and Rescue Board Workflow Policy-Chief will provide an update next month.

XI. ADJOURNMENT

Motion: Moved by Randy Williams and Second by David Remsburg adjourn the meeting.

VOTE:

YES: 8

NO: 0

ABSTAIN: N/A

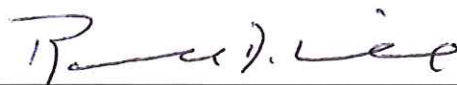
PASSED



Marc McNeal, Chair

11-25-13

Date of Approval



Randy Williams, Vice-Chair

11-25-13

Date of Approval

October 28, 2013

Thank you Mr. Chairman for allowing me to make a brief comment before we begin with tonight's business. I have a written copy of my statement that I will submit for the board's records.

I am directing my comments primarily to Commissioner Young and Chief Pouget, but want the entire board to hear them as well. I will start by confirming that these comments represent my personal views, and to the best of my knowledge, do not reflect the view of any other member of this advisory board, as they can speak for themselves.

Even though this is only our third meeting, I am concerned with what I have seen over the past few weeks since our body was officially seated. I must admit that I entered into this position with a high level of skepticism, but because this is a new administration and system, I am giving it the benefit of the doubt for the time being. I was and remain however, committed to the stated goal of Chief Pouget to make our combined fire rescue system the best system in the nation. To meet this goal however, we must work together in all facets of our system's operation, and we needed to do so as soon as we started working. As stated in the Frederick County Fire and Rescue Advisory Board Charter, the purpose of this board, is ***"to provide a functional management structure that insures that input from volunteer, career, and citizen stakeholders is provided and considered during the policy making and policy review process."*** I say this because we have seen new policies released in the recent weeks, that this advisory board did not have a chance to review, or provide input on. As an example, I will use the new policy released last week regarding structural firefighting operations. Although I have read through this new policy, and find it to be a good one; this board was notified that this policy was being revised, but the new policy was never run through the formal review process prior to its implementation. I am willing to concede that this formal review process is still being finalized, and will be discussed further later in this meeting, but we did have a footprint process developed by former director Owens, that could have been used until this final process is developed and approved. Article XI, Paragraph A. of the Frederick County Fire and Rescue Advisory Board Bylaws, states that ***"Except for emergency situations, circumstances dictated by law or compulsory regulation, or the requirements of the BOCC, the Director of DFRS is obligated to consult with the Advisory Board on matters of system wide policy, procedures, rules, and regulations."*** I am not aware of any emergency situation that has occurred, any new laws or regulations passed, or of any direction from the BOCC that directed that this or any new policy be implemented prior to consulting with this advisory board. I do not know the number of new policies that have been released or implemented since the board was sworn in three months ago, but it is my opinion that the board should have been consulted as the ordinance directs

In closing; I would offer the following thoughts to consider;

- The Frederick County Fire and Rescue system is one of the oldest in this nation, and has a great legacy for all of us to live up to and maintain. This group must always remember this as we move forward and work together toward our common lofty goals
- "People are watching", I can assure you that stakeholders from all three of the groups represented by this board are interested in what this board is doing. Let's please do our best to

make sure that we live up to the expectations set forth by the ordinance, our charter, and our bylaws. If we do not, then we have failed to do our job

And lastly;

- Chief Pouget; you have a wealth of experience and knowledge sitting together at this table, and throughout the county. I sincerely hope that you will call on us often, and allow us to fulfill the role that the creators of the ordinance intended us to fill.

Thank you all for your time and attention.

Respectfully submitted;

Randy Williams, Vice Chairman

Frederick County Fire and Rescue Advisory Board



**FREDERICK COUNTY GOVERNMENT
DIVISION OF FIRE & RESCUE SERVICES**

Denise Pouget, Director/Chief

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Commissioners

Blaine R. Young
President

C. Paul Smith
Vice President

Billy Shreve
David P. Gray
Kirby Delauter

Lori L. Depies, CPA
County Manager

MEMORANDUM

TO: Frederick County Fire and Rescue Services
FROM: Chief Denise S. Pouget *Denise S. Pouget*
DATE: October 28, 2013
SUBJECT: Department Update

Since coming on board as your Fire/Rescue Chief, a number of changes have occurred within the division. The mission, vision, and focus of our department have and will always keep "you" a part of the integral plan. We encourage from time to time committing to memory our fire department values, **Teamwork: Working together to achieve common goals, Integrity: Committed to the highest standard of moral and ethical conduct, Excellence: Demanding the best from ourselves and others.** The fire/rescue service is ever changing; our division must keep up with this process.

Presently, staff remains focused on improving firefighter safety. A number of compliance issues have major implications if not addressed in the upcoming budget. With a recent reorganization in the division, the upcoming budget remains the focus. The division has been tasked with developing a zero-based budget. Planner John North, who has extensive knowledge in all aspects of the service, will play a key role in budget development and submittal. This budget concept requires a great deal of justification; personnel have been placed in roles at Headquarters to assist with these critical needs. All components of service delivery will be addressed.

Once the budget is prepared, the division will focus on strategic planning. This planning will be a collaborative effort by all. Committees will be composed from Division personnel, the Frederick County Volunteer Fire and Rescue Association, and the Frederick County Career Firefighters Association, IAFF #3666. These committees will be tasked with developing goals and objectives for the future while maintaining consistency with the division's mission, values, and vision.

Dr. Cassi Fields, principal of Fields Consulting, has been contracted to provide a comprehensive study of the current "career building ladder". Currently, the division does not have a solid foundation for career building. Fields Consulting provides exceptional consulting services to many of our regional partners and our efforts to mirror those will be addressed. The career building ladder will offer greater opportunities to all personnel and will focus on education and experience while incorporating national standards and requirements. The County is committed

to investing in its most valuable assets which is you and this study is an investment in having a solid foundation for career building.

As we move forward the division will continue to make changes in personnel duties as it becomes necessary. The department remains vigilant to decisions that affect daily operations. Management reserves the right to make necessary changes to improve operations. The reorganization has recommended "acting positions" to assist with the mission and vision. After Dr. Fields provides the results of the study, we will have a business plan with practices and processes which will be implemented in the move forward with permanent promotions.

In closing, please be assured that staff has a tremendous amount of work ahead of them. Deadlines for the budget are quickly approaching and staff will work diligently to improve the future of DFRS. We will continue to remain visible on incident scenes, but more importantly maintaining our "open door" policy. Please be assured... we are working with you and for you!! Thank you for the job you do and remain safe in all aspects of service delivery.



FREDERICK COUNTY GOVERNMENT DIVISION OF FIRE & RESCUE SERVICES

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MOVING FORWARD TOGETHER IN SERVICE

Frederick County Fire Department Mission Statement:

To prevent or minimize the loss of life, damage to the environment and loss of property from the adverse effects of fire, medical emergencies, and hazardous conditions.

OUR FOCUS...

The Department will focus its efforts on responding rapidly to emergencies, providing appropriate intervention and community education.

Fire Department Values:

- Teamwork: Working together to achieve common goals
- Integrity: Committed to the highest standard of moral and ethical conduct
- Excellence: Demanding the best from ourselves and others

Vision Statement

The Frederick County Maryland Fire Department's vision is to be a world – class emergency response organization by meeting the following goals:

- Create a vision of operational excellence
- Comply with NFPA standards
- Comply with OSHA standards
- Meet the highest achievable standard
- Create an environment that is conducive to operational excellence
- Maintain a supportive work force
- Commit to self – evaluation of performance
- Have open and respectful communications
- Respect others' beliefs and ranks
- Work as a team
- Foster a reputation for operational excellence
- Foster honest and meaningful relationships
- Encourage open and honest feedback
- Recognize operational excellence
- Benchmark similar programs



FREDERICK COUNTY GOVERNMENT

DIVISION OF FIRE & RESCUE SERVICES

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October Report to Fire/Rescue Advisory Board

October 28, 2013

1. RMS Update – **(1) Records Management System (RMS) – Inclusive of fire incident reporting** - DFRS has been working collaboratively with a timeline through IT Director Sherry Weakley. This item remains the highest priority in the upcoming budget and continues to move forward. Several visits will be occurring in mid-November to review other programs with our regional partners. Expectations and realistic time frame is 12 to 24 months.
2. Operations – **(4) Mobile Data: Inclusive of computer aided dispatch terminals for responding apparatus, (5) Service Delivery Model: Include ways to increase advanced life support (9) Officer Development Training: Develop to be battalion based**
 - a) EMS/ALS Delivery Evaluation to include, relocation of Paramedic/Engine, Medic Ambulances – *Pilot program* – several departments have expressed interest in purchasing ALS equipment.
 - b) Morning conference call to personnel – Constructive and informative flow.
 - c) Battalion Chief in-service training – Human Resources training, Fire/Rescue training, Simulator (ICS) Lab.
 - d) Telestaff - Program updates, on-site training seminar to address many of our department needs.
 - e) IMobile - Data computers in apparatus, staff cars, and station.
3. Logistics and Finance – **(11) Personal Protective Equipment Accountability: Evaluate the possibility of emergency services gear only. Could this be incorporated with the RMS?**
 - a) SCBA flowing testing compliance – NFPA/OSHA regulations
 - b) Council of Government opportunities presents the opportunity to purchase equipment.
 - c) Neal Trevey has been hired as the program manager for Logistics. and
 - d) Mike Ambrose has been hired as a SCBA technician and will assist with compliance of flow testing and compressor testing.
 - e) IMobile – Still under assessment.
 - f) Hose testing – development of policy and standardized testing.
 - g) Ambulance billing – additional personnel will be hired to assist with this program.
 - h) CIP items – assessment of training facility and recommendations for upgrades.

4. Training Report –

- a) Council of Academies meeting and ATRA inspection at the Prince George's County Fire and Rescue Training Academy.
- b) Council of Academies ATRA inspection at the Anne Arundel County Fire and Rescue Training Academy.
- c) Council of Government Training Council meeting in Alexandria, VA.
- d) RMS fact finding visit with the Fairfax County Fire and Rescue Department.
- e) Preparing the PSTF for an ATRA inspection in December.
- f) Working with academy staff on developing a FY-15 budget.
- g) Online compliance training.
- h) Online paramedic refresher training.
- i) Development of a defensive driving class.
- j) Development of a CDL (Commercial Driver License) driver and pump operator class for non-technician drivers of apparatus.
- k) Development of an internship program.
- l) Enhancing record keeping of training files.
- m) Preparing a Safety Officer Class for evenings and weekends for volunteer and career personnel.
- n) Offering classes that meet the needs of career and volunteers that are offered at convenient times.

5. Safety Office Report – See attached

6. Gear Up Recruitment Program - The Gear Up Recruitment Campaign just began its third year of a four-year SAFER grant. The goal of the grant is to recruit 100 operationally, active, volunteer firefighters each year of the grant, totally four hundred new volunteers by the end of the grant. By the end of our second year, 788 new volunteers have been recruited. 666 in an operation capacity (Fire and/or EMS) and 122 in non-operational roles (Administrative or Auxiliary). We are retaining about 80% of our new members.

7. Mission, Values, Vision Statements – Attached letter from Chief Pouget

Frederick County DFRS Safety Office Safety Bulletin for October 2013

**THE FOLLOWING STATIONS REMAIN
COLLISION AND INJURY-FREE IN
2013:
18, 21 & 28**

**STATIONS WITH NO INCIDENTS IN
SEPTEMBER:
4,5,6,7,8,11,12,13,15,17
18,19,21,22,23,24,25,28,30,33**

Frederick County DFRS Safety Office October Safety Bulletin

September 2013 Reports

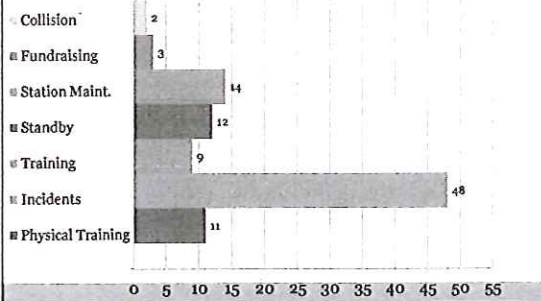
Injuries – 9
Exposures – 5
Collisions – 6

2013 Totals

Injuries – 99
Exposures – 32
Collisions – 65

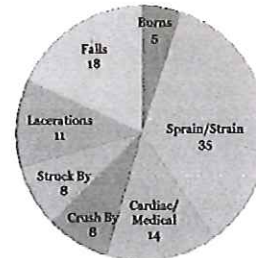
Frederick County DFRS Safety Office Reporting Totals by Activity

January 1, 2013 – September 30, 2013



Frederick County DFRS Safety Office Injuries by Type

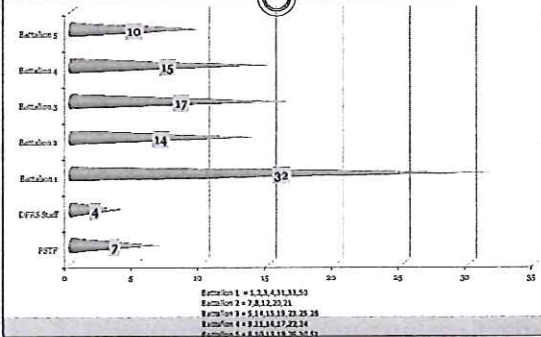
January 1, 2013 – September 30, 2013



2013 Total Injuries - 99

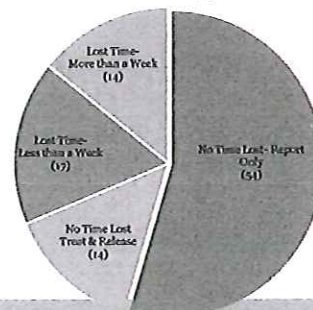
Frederick County DFRS Safety Office Injuries by Battalion

January 1, 2013 – September 30, 2013



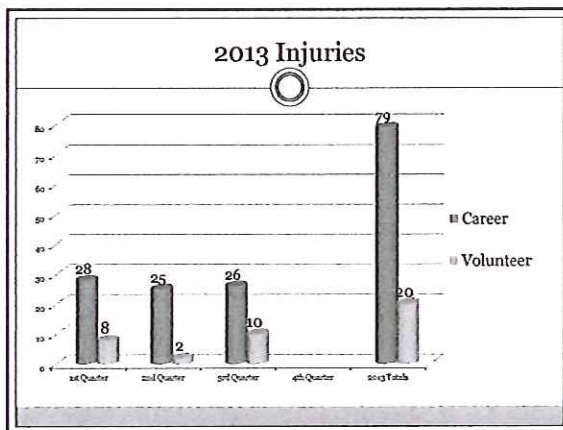
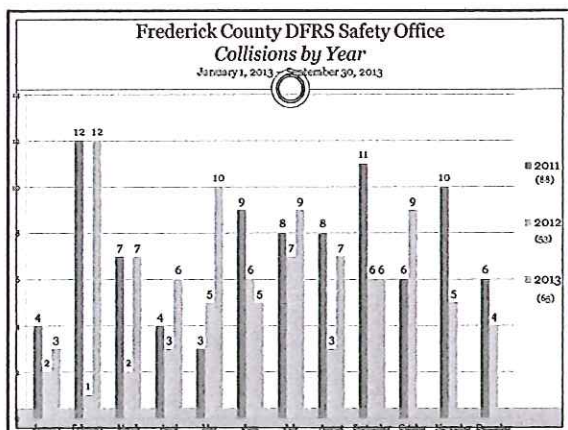
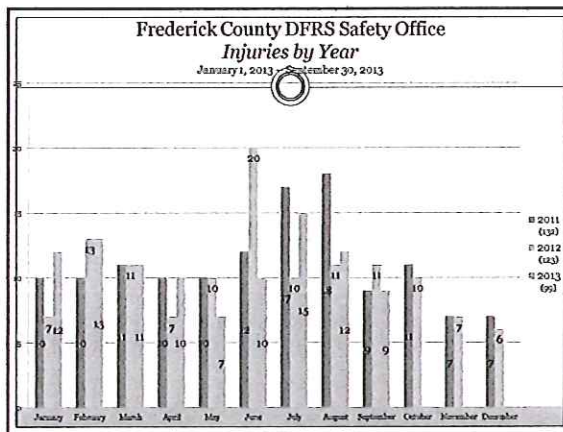
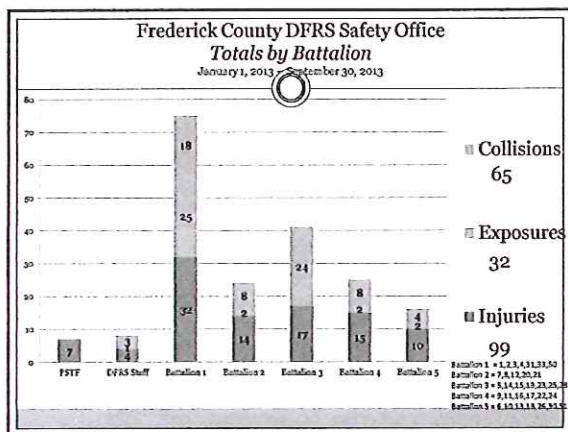
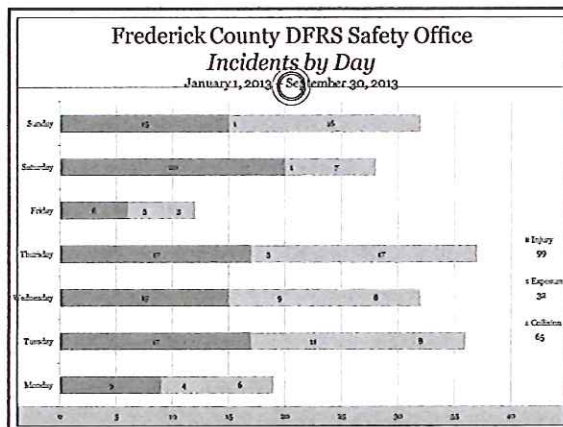
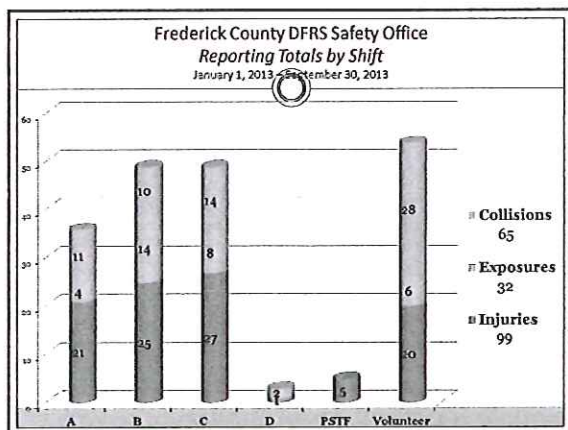
Frederick County DFRS Safety Office Lost Time

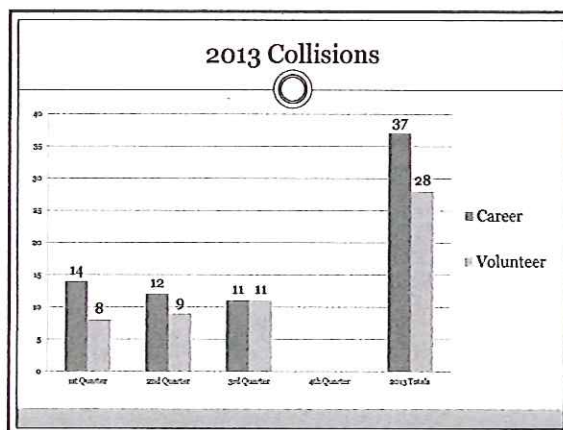
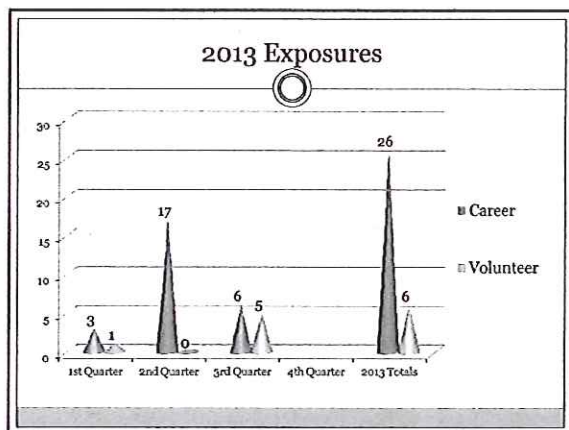
January 1, 2013 – September 30, 2013



■ Report Only
■ Treat & Release
■ Unknown
■ < 8 Days Off
■ > 8 Days Off

99 Total Reported Injuries





**CALL TODAY TO SCHEDULE YOUR
AFTER-HOUR VOLUNTEER FIREFIGHTER EXAM:**

CorpOHS
490-L Prospect Blvd
Frederick, MD 21701




Saturday, October 19, 2013
8:00am - 12:00pm
Wednesday, November 13, 2013
3:00pm - 8:00pm

Scheduling Number: (240) 566-3001, option 4

CORPOHS
Corporate Occupational Health Solutions, LLC



Frederick County Fire and Rescue Advisory Board Meeting

AGENDA

October 28, 2013~7:00pm
Winchester Hall 3rd floor Meeting Room
12 E. Church Street, Frederick, MD

- I. CALL TO ORDER**
- II. ROLL CALL OF VOTING AND NONVOTING MEMBERS**
- III. INTRODUCTION OF GUESTS**
- IV. APPROVAL OF PREVIOUS MEETING MINUTES**
- V. BOARD MEMBER COMMENTS**
- VI. PUBLIC COMMENTS**
- VII. EX OFFICIO MEMBER REPORTS**
 - a. BOCC Liaison
 - b. Jurisdictional Medical Director
 - c. Director of the DFRS
 - d. President, Frederick County Volunteer Fire and Rescue Association, Inc.
 - e. President, Career Fire Fighters Association of Frederick County MD, INC. International Association of Fire Fighters Local #3666
- VIII. COMMITTEE REPORTS**
 - a. Operations Committee
 - b. Planning & Research Committee
 - c. Emergency Medical Services Committee
 - d. Budget Committee
 - e. Training Committee
 - f. Other
- IX. Discussion Items**
 - a. Old Business
 - 1. Update from Chief Pouget, DFRS Command Staff and Committees with regards to action items
 - 2. Update on committee structure-Employee Representation
 - b. New Business
 - 1. Tasks list and time frames to committees from Chief Pouget
- X. Action Items**
 - c. Draft Fire and Rescue Board Workflow Policy
- XI. Adjournment**

Representatives:

Battalion #1 - Mr. Marc E. McNeal
Battalion #2 - Mr. David L. Remsburg
Battalion #3 - Ms. Susan Nicol
Battalion #4 - Mr. Randy Williams
Battalion #5 - Mr. Timothy M. Clarke
Career FF/Medic Rep - Lt. George Thomas, IV
Career FF/Medic Rep - FFIII Daniel R. Winters
Citizen Rep - Ms. Eilene Fryer
Citizen Rep - Mr. Carroll A. Jones

Nonvoting Representatives:

Board of County Commissioners
The Honorable Blaine R. Young
Jurisdictional Medical Director
Dr. Jeffrey L. Fillmore
Frederick County Fire and Rescue Services Division
Director/Chief Denise S. Pouget
Frederick County Volunteer Fire and Rescue Association, Inc.
President Eric Smothers
Career Fire Fighters Association of Frederick County MD, Inc.-
International Association of Fire Fighters Local #3666
President John Neary



Frederick County Fire and Rescue Advisory Board Meeting

Date: October 28, 2013, 2013, 1900 hours

Location: Winchester Hall, 3rd Floor
12 E Church Street, Frederick, MD 21701

Members:

Office	Name	Signature	Substitute (print & sign name)
Battalion 1	Marc McNeal	<i>[Signature]</i>	
Battalion 2	David Rensburg	<i>[Signature]</i>	
Battalion 3	Susan Nicol	<i>[Signature]</i>	
Battalion 4	Randy Williams	<i>[Signature]</i>	
Battalion 5	Timothy Clarke	<i>[Signature]</i>	
Career Rep	George Thomas	<i>[Signature]</i>	
Career Rep	Daniel Winters	<i>[Signature]</i>	
Citizen Rep	Eliene Fryer		
Citizen Rep	Carroll Jones	<i>[Signature]</i>	

Nonvoting Representatives:

Office	Name	Signature	Substitute (print & sign name)
Board of County Commissioners	President Blaine Young	<i>[Signature]</i>	<i>Blaine R. Young</i>
Jurisdictional Medical Director	Dr. Jeffrey Fillmore	<i>[Signature]</i>	
Fire & Rescue Services	Director/Chief Denise Pouget	<i>[Signature]</i>	<i>Denise Pouget</i>
Volunteer Fire & Rescue Assoc.	President Eric Smothers	<i>[Signature]</i>	
Local #3666	President John Neary	<i>[Signature]</i>	



Location: Winchester Hall, 3rd Floor
12 E Church Street, Frederick, MD 21701

[illegible]



Frederick County Fire and Rescue Advisory Board Meeting

UNAPPROVED

Meeting Minutes

Date: October 28, 2013, 1900 hours

Location: Winchester Hall 3rd Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:

Battalion 1 (Marc McNeal):	Present
Battalion 2 (David Remsburg):	Present
Battalion 3 (Susan Nicol):	Present
Battalion 4 (Randy Williams):	Present
Battalion 5 (Tim Clarke):	Present
Career Rep (George Thomas):	Present
Career Rep (Daniel Winters):	Present
Citizen Rep (Eilene Fryer):	Absent
Citizen Rep (Carroll Jones):	Present

Nonvoting Reps:

Board of County Commissioners (Blaine Young):	Present 7:20pm
Jurisdictional Medical Director (Jeffrey Fillmore):	Present
Fire & Rescue Services (Denise Pouget):	Present
Volunteer Fire & Rescue Assoc. (Eric Smothers):	Absent
Local #3666 (John Neary):	Present 7:05pm

Guest:

Allen Keyser, Deputy Chief/Fire & Rescue Services
Ashley Sklarew, Admin Asst/Fire & Rescue Services
John North, Planner/Fire & Rescue Services
Eric Jacobs, Lieutenant/Fire & Rescue Services
Dale Kline, President Company 13
Alan Hurley, Chief & 1st Vice President Company 13

I. CALL TO ORDER:

A. The meeting was called to order at 1900 by Chairperson Marc McNeal

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

A. Two members were absent Eilene Fryer and Eric Smothers.

III. INTRODUCTIONS OF GUESTS:

A. No Introductions

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion: Moved by George Thomas and Second by Tim Clarke to approve the September 23, 2013 minutes.

VOTE: YES: 8 NO: 0 ABSTAIN: N/A PASSED

V. BOARD MEMBER COMMENTS

A. Vice Chair Randy Williams: (Please see attached letter)

1. Randy Williams Battalion 4 Representative would like to thank the board for allowing him to make a brief comment before the meetings business begins.
2. These comments represent his personal views and to the best of his knowledge, do not reflect the view of any other member of the advisory board as they can speak for themselves.
3. As stated in the Frederick County Fire and Rescue Advisory Board Charter, the purpose of this board is ***“to provide a functional management structure that insures that input from volunteer, career, and citizen stakeholders is provided and considered during the policy making and policy review process.”*** He says this because he has seen new policies released in recent weeks that the advisory board did not have a chance to review or provide input.
4. An example is the new policy released last week regarding structural firefighting operations. Although he has read through the new policy and finds it to be a good one; the board was notified that the policy was being revised, but the new policy was never run through the formal review process prior to its implementation. He is assuming the formal review process is still being finalized and will be discussed further, but there is a footprint process developed by former Director Owens, that could have been used until this final process is developed and approved.
5. Article XI, Paragraph A of the Frederick County Fire and Rescue Advisory Board Bylaws states, ***“Except for emergency situations, circumstances dictated by law or compulsory regulation, or the requirement of the BOCC, the Director of DFRS is obligated to consult with the Advisory Board on matters of system wide policy, procedures, rules and regulations.”*** Mr. Williams is not aware of any emergency situation that has occurred, any new laws or regulations passed, or of any direction from the BOCC that directed that this or any policy be implemented prior to consulting with the advisory board.
6. In closing he would like to offer the following:
 - a. The Frederick County Fire and Rescue system is one of the oldest in this nation and has a great legacy for all of us to live up to and

maintain. This group must always remember this as we move forward and work together toward our common lofty goals

- b. "People are watching" I can assure you that stakeholders from all three groups represented by this board are interested in what this board is doing. Let's please do our best to make sure that we live up to the expectations set forth by the ordinance, our charter, and our bylaws. If we do not, then we have failed to do our job.
- c. Chief Pouget; you have a wealth of experience and knowledge sitting together at this table, and throughout the county. I sincerely hope that you will call on us often and allow us to fulfill the role that the creators of the ordinance intended us to fill.

B. Director/Chief Denise Pouget

1. Director/Chief Denise Pouget would like to thank Mr. Williams for his comments and she thinks when items are brought up that are not consistent that is how the board gets the movement to go in the direction where everyone can have input. The Operations Committee has worked on that particular policy, in question, for a year. As the board moves forward, and items are brought forth the board will look at its roles for these items. Chief Pouget would like to thank Mr. Williams for the excellent constructive criticism.

VI. PUBLIC COMMENTS

- A.** No public comments.

VII. EX OFFICIO MEMBER REPORTS

- A. BOCC Liaison-Blaine Young:** Questions have been raised about the commissioners' spending money to bring individuals from Montgomery County to work for Frederick County Fire and Rescue. This is not true, those that have been hired were Deputy Chief Allen Keyser (a Frederick County resident) and Deputy Chief Michael Grierson, and no other full time people have been hired. There have been a few contractual employees that have been hired to help assist with projects, but no other full time employees have been hired. Currently there is a cost-savings by using for the contractual employees.

- B. Jurisdictional Medical Director-Dr. Jeffrey Fillmore:** No updates

- C. Director of DFRS-Denise Pouget:** (see attached memo) Staff remains focused on improving firefighter safety. A number of compliance issues have major implications if not addressed in the upcoming budget. With a recent reorganization in the division, the upcoming budget remains the focus. The division has been tasked with developing a zero-based budget. This budget concept requires a great deal of justification; personnel have been placed in roles at Headquarters to assist with these critical needs. All components of service delivery will be addressed.

Currently, the division does not have a solid foundation for career building. Fields Consulting has been contracted to provide a comprehensive study of the current "career building ladder." This will offer greater opportunities to all personnel and

will focus on education and experience while incorporating national standards and requirements.

As we move forward the division will continue to make changes in personnel duties as it becomes necessary. The department remains vigilant to decisions that affect daily operations. The reorganization has recommended "acting positions" to assist with the mission and vision.

In closing, please be assured that staff has a tremendous amount of work ahead of them. Deadlines for the budget are quickly approaching and staff will work diligently to improve the future of DFRS.

D. Frederick County Volunteer Fire and Rescue Association-Eric Smothers: No updates

E. Career Fire Fighters Association of Frederick County MD, Local #3666-John Neary: No updates

VIII. COMMITTEE REPORTS

A. Operations Committee-Marc McNeal & Allen Keyser:

1. The last Operations meeting was well attended and very proactive. President Smothers reminded all Chiefs and Battalions of meeting deadlines for different programs such as physicals. The Operations Committee is also working towards goals for hydranted and non-hydranted safe structural firefighting policy. Also discussed was the EMS/ALS Delivery Service, Chase cars, and possibly phasing in Advanced Fire Apparatus.
2. There are few emails sent back and forth within the Operations Committee. Battalion 3 is the most active battalion that provides monthly minutes to the committee. The key is to communicate with all the corporations within the battalions and encourage them to get back to the Battalion Representative with questions and concerns.
3. The Chief is working on expanding the committees as well as the Operations committee to include career staff representation.

B. Planning & Research Committee: No updates

C. Emergency Medical Services Committee: No updates

D. Budget Committee: No updates

E. Training Committee: No updates

IX. DISCUSSION ITEMS

A. Old Business

1. Update on progress and information related to Action Items (see attached report).

a. Logistics and Finance-John North

- i. A temporary part-time SCBA technician has been hired to assist with OSHA compliance of flow and compressor testing. He will be bringing the program up to speed. Currently a policy is being developed and will be passed to all chiefs and stations. Testing should start in about 30 days. Scott has changed their standard which puts Frederick County at an 80% fail rate. Not only will flow test be completed but repairs will need to be completed as well. The packs are not bad, the standards have been tightened, all jurisdictions are being hit with this.
- ii. Council of Government presents the opportunity to purchase equipment. The division has met with the two chairs from the Council of Governments from both the Baltimore Council and the D.C. Council.
- iii. A temporary program manager has been hired for Logistics to implement and to bring accountability through tracking program for items purchased and stored at Logistics.
- iv. iMobile is still being assessed with our IIT department and it is about 24 months away.
- v. Bids for hose testing are about to begin. About 50% of the data has been collected from the stations to get an idea of how much hose is in the county. Hose testing should occur once a year but it has not been tested in many years. A third party will be brought in to test the hose.
- vi. Permission has been granted to hire an additional position in Ambulance billing and the process has begun. The Federal Regulations for Ambulance Billing has been tightening which provides the need for this additional position.
- vii. Assessments of the training facility and recommendations for upgrades are being looked at through Capital Improvement Projects.
- viii. Discussions and meetings have occurred with account managers to see what needs they may have.
 - a. Board of County Commissioners President Blaine Young stated there is misinformation going around about the budget. This will be the last budget that Commissioner Young presents. This Board of Commissioners does the budget cycle differently than as past Board of Commissioners. The Board has delegated the budget as an executive authority to Commissioner Young. Commissioner Young presents a budget to the Board of County Commissioners using a budget committee as many executives do. Commissioner Young has told Chief Pouget to put together a budget at this point as whether or not she didn't have any spending constraints. Obviously there will be spending constraints, but

Commissioner Young didn't want Chief Pouget to look at the budget as it was done in previous years. Once Chief Pouget lays out that budget, then the debate will be what is a priority and what is not a priority. Chief Pouget is to come in with a fresh look as to what she felt were priorities and were not priorities and she is to put together a zero-based budget as if there were no constraints. Obviously some of the items Chief Pouget puts forward may take several years to fund. But, at least, if we know there is a plan and the plan is agreed on by the volunteer association and the fire board then we know how to budget for many years going forward. There have been rumors "the Chief has said Blaine has given her a blank check" he has not said that and she knows that's not true. But, Chief Pouget was supposed to come in here and do a fresh examination of the system of what is needed. Not only short term and long term and whether or not we need to reprioritize within the money the County does have. Once the budget is submitted, the Board will take all feedback from any and every source available whether it's the association, the fire board, private citizens or other sources. Hopefully this will give a perspective where we see the system in, 3, 5, 10 or 20 years, long term and how to appropriately budget. Commissioner Young has not found any one yet that doesn't agree that there is a need for additional firefighters. Commissioner Young would appreciate feedback from the volunteer association which he has said because there has yet been a year since he has served as Commissioner that there hasn't been a request for additional firefighters. Commissioner Young has previously seen request from anywhere as high as 40 to as low as 20 additional firefighters. Commissioner Young doesn't know if there has been a request submitted from the various companies from around the County. Once he does get the request he will drop it in the baseline spending and then talk about priorities, what are immediate, short term and long term.

- b. Chairman of Volunteer Fire and Rescues Budget Committee Dale Kline states a request has been made several months ago to the chiefs, presidents and corporations for their requests for personnel and equipment. However, those requests have not made it back to the budget committee. The committee is still prepared to submit a budget to the county.

b. Operations-Deputy Chief Allen Keyser

- i. Phase 1 of the EMS/ALS delivery evaluation to include the relocation of the paramedic engine and medic ambulance pilot program is on hold until the recent paramedic graduates achieve the status to operate independently. There are two stations that

currently want to purchase their own ALS equipment to be locked up on their units until such time they have paramedics that are certified to work on those units.

- ii. Morning conference calls have been very constructive and a great information flow line. This helps with daily activities and is great for outreach for the entire week and planning for future activities. The information starts at the top and works its way down to the morning line-up and to all volunteers. Everyone is given a chance to exchange information for daily activities. This is also good for an update of apparatus' status for the day. This is updated throughout the day and is completed by the end of the day at 2100 hours with a daily activity report from the North and South Battalion Chiefs.
- iii. The Battalion Chief in-service training is about to begin it will be held the second Wednesday of each month. The next one will be on November 13 at the Public Safety Training Facility to include DFRS battalion chiefs, their back-ups and safety officers. This will be a pilot program and will include a human resources segment with personnel from Human Resources to deliver the day to day operations out of the handbook. This will also include a second component of in-service training which will cover a variety of topics that could include light weight construction, fire flow and reading smoke. This is a training segment for the Battalion Chiefs to push out to the field; a training CD will be utilized for the Battalion Chiefs to deliver this training during the day, evenings and weekends so all career staff and volunteers have a chance to receive the training. The simulation lab is also now open for command competency. Training bulletins have been sent out with dates to be in the class and to train the trainer. This is an area that Battalion Chiefs will be moved into and will train Lieutenants and Lieutenants will train their personnel. These classes will also be offered in the evenings and on the weekends for volunteers.
- iv. iMoble is in the planning phases and may be available within two years depending on the grant.
- v. Telestaff updates will be fair and will become a seamless operation. Schedulers at 33 now have oversight from Battalion Chief 901 for all shifts. Instead of sending schedulers to California for Telestaff training, the trainers will be coming to DFRS to train the schedulers, this is more cost effective and more schedulers can be trained.

c. Safety Office-Deputy Chief Allen Keyser (see attached slides)

- i. A Battalion Chief from Northern Virginia has developed a data collection system that is used throughout COG that is called Industry Safe Program. It is a system that collects data and trends

on injuries, collisions, exposures, slips, trips, and falls, how, when and where it happened. Currently this information isn't being collected, other than through risk management. This program can create reports for every aspect of the injury. This may help reduce workers' compensation.

d. Training Report-Acting Battalion Chief George Thomas

- i. Frederick County is a part of Council of Academies, which inspects different academies throughout the state of Maryland. Acting Battalion Chief Thomas had the opportunity to attend Prince Georges' and Anne Arundel County's inspections. Currently the Public Safety Training Facility is preparing for Frederick County's inspection which is December 9, 2013. The Council of Academies will be sending in representatives to evaluate our academy.
- ii. The Council of Government Training meeting was held in Alexandria, Virginia for the National Capital Region (different from the Council of Academies). Acting Battalion Chief Thomas is the representative for Frederick County Fire and Rescue Services. Being a part of this council allows for more training opportunities.
- iii. A visit was made to Fairfax County Fire and Rescue Department to observe their record management system for training. The system is really good at tracking training needs and relaying that information to personnel; this program is detailed orientated, easy to use and very proactive.
- iv. Academy staff is currently working on and developing the fiscal year 15's budget, online compliance training, online paramedic refresher training, defensive driving class, commercial drivers license driver/pump operator class for non-technician drivers, an internship program, enhancing record keeping of training files, and safety officer classes. Classes are up coming and will be offered at all times to meet the needs of both career and volunteer staffs.
- v. Simulation Lab was purchased through a grant. It was recently used during a Fire Officer I class and everyone enjoyed it and would let others know about the lab to take part of this training.
- vi. Currently the burn building is out-of-service. The building has sustained a lot of damage over the years because of using class A burning materials. The division is considering switching to a propane simulated building. The initial cost will be higher but the life of the building will sustain much longer. Pricing for this project is being researched to see if budget allows for a conversion. This will not affect the Council of Academies inspection.

e. Records Management System Update-Chief Pouget

- i. DFRS has been working collaboratively with a timeline through IIT Director Sherry Weakley. This remains the highest priority in the upcoming budget and continues to move forward. Several visits will be occurring in mid-November to review other programs with regional partners. Expectations and realistic time frame is 12 to 24 months.

f. Gear Up Recruitment Program

- i. According to the attached report, Gear Up is retaining about 80% of new members, how is this number factored? How many of these members have been issued turnout gear? Questions for the Gear Up Recruitment Program will have to be directed to Lisa Lessin who will attend the next board meeting to answer such questions.

2. Update Committee Structure

- a. Call for assistance from career personnel on committees for strategic planning will begin at the end of November, once the base budget is loaded.

B. New Business

1. Tasks list for next month

- a. Focus on committee's and committee's charges.

2. Physicals

- a. Everyone must have a physical to get on fire apparatus to be an operating member. Each corporation chief should be able to obtain a list of individuals that have passed their physical from OHS.

X. ACTION ITEMS

- A.** Draft Fire and Rescue Board Workflow Policy-Chief will provide an update next month.

XI. ADJOURNMENT

Motion: Moved by Randy Williams and Second by David Remsburg adjourn the meeting.

VOTE: YES: 8 NO: 0 ABSTAIN: N/A PASSED

UNAPPROVED

Marc McNeal, Chair

UNAPPROVED

Randy Williams, Vice-Chair

UNAPPROVED

Date of Approval

UNAPPROVED

Date of Approval